

Xylene Elizabeth B. Santos
373 A East 5th Angela Village
Talon 4 Las Pinas City, Philippines
09174638306/8467338
xylenesantos@yahoo.com

February 23, 2016

CLSA Philippines, Inc.
19/F, Tower 2
The Enterprise Center
6766 Ayala corner Paseo de Roxas
Makati City

Dear Sir/Ma'am,

I am writing this letter to express my interest in joining your team as a Compliance Analyst. I am currently an AML Executive – Level 2 at HSBC Electronic Data Processing Inc. Over the course of my stay in Customer Screening, I have proven myself capable of achieving high positive results. I was even named as one of the Top performers in 2015 and Q1 of 2016.

I regard myself as a young, competent, energetic and motivated person. I am very flexible to learning new things and can adapt easily to varying situations. I believe that I have the necessary skills and knowledge this job would require. I have passed the High Risk Review Assessment that guarantees my awareness of the different policies and procedures for regulatory compliance particularly with Money Laundering and Terrorism. I have acted as POC and subject matter expert for calibrations with our onshore business partners. Lastly, my masters degree in management accounting and finance gives me an edge for knowing the basics of the industry.

Please find attached to this letter my resume that would outline more of the skills and competencies that I have; for your perusal.

Thank you very much. I am looking forward to the opportunity of joining your team.

Respectfully yours,
Xylene Santos